PowerSchool Single Sign-on Instructions

1) Access the internet using this Web Address: https://biloxidiocese.powerschool.com/public/

2) Just below the 'Parent Sign In', click on the box that says **'Create Account'**. This will be accomplished only the first time 'Single Sign-on' is used.

3) Provide the following information:

   a) First Name (Parent or Guardian's first name)
   b) Last Name (Parent or Guardian's last name)
   c) Email (Parent or Guardian's email address)
   d) Desired Username (This is created by you and will be your new sign-on Userid.)
   e) Password (This is also created by you.)
   f) Re-enter Password
   g) Password must:
      - be at least 6 characters long

   h) **Link to Students to Account** (Provide the following info for each child. You may add children after your new account is created.)

Student (First name[s])	Access ID (From school letter or possibly old login and password)	Access Password	Relationship (Select from drop down)
i)			
j)			
k)			
l)			
m)			
n)			
o)			

4) Click **'Enter'**.

5) Sign-on with the Userid and Password that you just created. Your children's names will appear on the blue line at the top. Click on their name to view their information.

To add a student later:

1) Sign-on with the Userid and password that you created above.
2) Click on **'Account Preferences'** at the left. The page will open in the **'Profile'** tab. Click on **'Students'** tab.
3) Then click the small blue **'Add'** box. Enter the child's information as above.